

TOWN OF FREMONT NEW HAMPSHIRE BUILDING PERMIT PROCEDURE EXISTING DWELLINGS

1. Get a building permit application and complete as much of it as you can. Be sure to include all measurements from lot lines to the structures, well, septic tank, and leach field. Distance from well to leach field and distance from all of the above to any wetlands on your lot or wetlands on abutting lots.
2. Draw a basic floor plan on page four of the application. (See sample). Sign the application.
3. Submit the completed application to the Building Inspector during office hours:
Monday and Tuesday 8:30 to 10:00 am and 3:30 to 4:30 pm
Wednesday evenings 7:00 to 9:00 pm
Thursday 3:00 to 5:00 pm
Friday afternoons 1:00 to 4:00 pm or other times by appointment.
The Inspector will calculate the proper fee due. Checks should be made payable to the Town of Fremont.

4. The Building Inspector will review the application and approve or deny it once complete. If it is denied, you will be told why and what you need to provide for an approval. Once approved, you will be given a building card and permit. **THIS CARD MUST BE DISPLAYED AT THE BUILDING SITE AND MUST BE VISIBLE FROM THE STREET. IF THE SIGN-OFF CARD IS NOT PRESENT AND PROPERLY DISPLAYED, YOU MAY BE SUBJECT TO A RECALL FEE.** It is your responsibility to see that the building card is properly displayed and available for signature by the pertinent inspectors.

ADDITIONS, RENOVATIONS, SHEDS, GARAGES, ETC, AND CHANGE OF USE

1. If increasing the load on the septic system, get a state-approved septic design.
2. If increasing the size of the footprint of the building, make careful measurements to meet the lot line setbacks that apply to your lot.
3. Draw a basic plan of what you intend to do. (See sample).
4. Submit the application using the procedure above.

Transfer permit fee \$25.00

THERE WILL BE A \$20.00 RECALL FEE FOR ANY ADDITIONAL or REINSPECTIONS for incomplete or unsatisfactory work.

FEE SCHEDULE - RENOVATIONS/ADDITIONS/ SWIMMING POOLS/SHEDS

\$45 for the \$5000 of value and \$5 for each additional \$1,000 of value

Plumbing, Electrical, Mechanical inspections associated with these residential permits charged an additional \$45 permit fee. Commercial fee schedule applies to commercial uses.

NEW CONSTRUCTION – *calculated as construction cost multiplied by \$5/1000 of construction cost*

Construction cost = \$60 per square foot of living space

\$30 per square foot of garage area

\$10 per square foot of accessible storage space with floor including basement

\$10 per square foot for open decks

Includes new dwelling construction, new garages, etc

OTHER RESIDENTIAL PERMITS

DRIVEWAY \$45.00 permit fee and \$20.00 per additional inspection (one inspection included) –
Generally two inspections required

ELECTRICAL \$45.00 permit fee

HEATING \$45.00 permit fee

MECHANICAL \$45.00 permit fee

PLUMBING \$45.00 permit fee

COMMERCIAL PERMITS

DRIVEWAY \$45.00 permit fee and \$20.00 per additional inspection (one inspection included) –
Generally two inspections required

ELECTRICAL see fee commercial schedule

MECHANICAL see commercial fee schedule

PLUMBING see commercial fee schedule

INSPECTIONS NECESSARY:

At the following intervals it is the owner/contractor responsibility to contact the necessary Inspector to perform an inspection.

1. FOUNDATION INSPECTION

- a. After footing forms are in place, inspect to make sure proper setbacks have been met.*
- b. After wall forms have been stripped and foundation has been coated, inspect for conformance.*

2. FRAMING INSPECTION

- a. Check framing for conformance to the BOCA INTERNATIONAL BUILDING CODE and NFPA 101 Life Safety Code*
- b. Check chimney for conformance to NFPA 211 Chimneys, Fireplaces, Vents, and Solid Fuel Burning Appliances*
- c. Check number of rooms and building characteristics to see if in accordance with permit*

3. ROUGH ELECTRICAL INSPECTION

- a. Check general wiring for conformance to the National Electrical Code.*
- b. Check electrical permit for name and license number of NH Master Electrician.*

4. ROUGH PLUMBING INSPECTION

- a. Check conformance to Basic National Plumbing Code*
- b. Check plumbing permit for name and license number of NH Master Plumber*

5. FINAL ELECTRICAL

- a. Check for proper installation of all switches, receptacles, fixtures, and cover plates

6. FINAL PLUMBING

- a. Check for proper installation of all fixtures

7. FINAL INSPECTION

- a. Check proper installation of all handrails
- b. Check proper installation of smoke alarms per NFPA 74 Household Fire Warning Equipment
- c. Check final electrical inspection approval
- d. Check final plumbing inspection approval
- e. Check on any State septic approval as applicable to the construction

NOTE: SIGN-OFF CARD MUST BE DISPLAYED AT THE BUILDING SITE AND MUST BE VISIBLE FROM THE STREET. IF THE SIGN-OFF CARD IS NOT PRESENT AND PROPERLY DISPLAYED, YOU MAY BE SUBJECT TO A RECALL FEE.

OTHER IMPORTANT INFORMATION

<i>Building Inspector/Code Enforcement Officer</i>	<i>Paul Colby</i>	<i>895-2226</i>
<i>Plumbing, Mechanical & Electrical Inspector</i>	<i>Fax</i>	<i>895-3149</i>

The Building Inspector has office hours on Monday and Tuesday 8:30 to 10:00 am and 3:30 to 4:30 pm; Wednesday evenings 7:00 to 9:00 pm; Thursday 3:00 to 5:00 pm; and Friday 1:00 to 4:00 pm; and other times by appointment. Call the Town Office at 895-2226 to schedule an appointment or an inspection with him.

<i>Heating Inspector</i>	<i>Fire Chief Richard Heselton</i>	<i>895-2877 (H)</i>
	<i>Station</i>	<i>895-9634</i>

<i>Driveway Inspections</i>	<i>Road Agent Guerwood Holmes</i>	<i>895-2595 (H)</i>
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<i>Town of Fremont</i>	<i>Town Hall</i>	<i>895-2226</i>
<i>PO Box 120</i>		
<i>Fremont NH 03044-0120</i>		

All requests for inspection are to be made directly to the pertinent Inspector with sufficient advance notice (24 hours required). Any call placed to Heating or Driveway Inspectors at their homes should be made during reasonable hours.

Rev 07/18/03